

**Los Angeles County Municipal Storm Water Permit (Order 01-182)****Individual Annual Report Form****Attachment U-4**

This form summarizes the requirements in Order No. 01-182. Each Permittee must complete this form in its entirety, except for those requirements applicable only to the Principal Permittee. Only report activities that were performed during the previous fiscal year. Upon completion, this form shall be submitted to the Principal Permittee, by the date specified by the Principal Permittee, for inclusion in the unified Annual Storm Water Program Report. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this Report are to: 1) concisely document implementation of the Storm Water Quality Management Program (SQMP) during the past fiscal year; 2) evaluate program results for continuous improvement; 3) to determine compliance with Order 01-182; and 4) to share this information with other Permittees, municipal decision makers, and the public.

<b>!</b>	<b>YOU MUST FILL OUT ALL THE INFORMATION REQUESTED</b> <i>Do not leave any of the sections blank.</i>
<b>N/A</b>	If the question does not apply to your municipality, please indicate N/A in the space provided and provide a brief explanation
<b>U</b>	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

This Report Form consists of the following sections:

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**Los Angeles County Municipal Storm Water Permit (Order 01-182)****Individual Annual Report Form****Attachment U-4****Reporting Year 2010-2011****I. Program Management**

- A. Permittee Name: City of South Pasadena
- B. Permittee Program Supervisor: Shin Furukawa  
 Title: Deputy Public Works Director  
 Address: 1414 Mission Street, Room 201  
 City: South Pasadena Zip Code: 91030  
 Phone: (626) 403-7240 Fax: (626) 403-7241
- C. In the space below, briefly describe how the storm water program is coordinated within your agency's departments and divisions. Include a description of any problems with coordination between departments. To facilitate this, complete the Table 1.

The Department of Public Works is the lead department for the implementation of the NPDES program. The SQMP has been developed and is available to the various departments. Training sessions are held annually to educate employees and facilitate coordination between the various city departments.

**TABLE 1 - Program Management**

<b>Storm Water Management Activity</b>	<b>Division/Department</b>	<b># of Individuals Responsible for Implementing</b>
1. Outreach & Education	Engineering/Public Works	1
2. Industrial/Commercial Inspections	Public Works	Contractor
3. Construction Permits/Inspections	Building Department	1
4. IC/ID Inspections	Public Works	Contractor
5. Street sweeping	Public Works	Contractor
6. Catch Basin Cleaning	Public Works	Contractor
7. Spill Response	Public Works/Fire Department	1
8. Development Planning (project/SUSMP review and approval)	Planning Department	1
9. Trash Collection	Public Works	Contractor

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Attach a summary of staff training over the last fiscal year. This shall include the staff name, department, type of training, and date of training.

Training is conducted on an annual basis with informal training occurring throughout the year. The most recent formal training sessions was conducted on May 26, 2011.

**E. Budget Summary**

1. Does your municipality have a storm water utility? Yes ☐ No ☒

If no, describe the funding source(s) used to implement the requirements of Order No. 01-182.

General Fund.

2. Are the existing financial resources sufficient to accomplish all required activities? Fiscal resources have been sufficient to date. Yes ☒ No ☐

3. Complete Table 2 to the extent that accurate information is available (indicate U in the spaces where the information is unavailable), and report any supplemental dedicated budgets for the same categories on the lines below the table.

4. List any additional state/federally funded projects related to storm water.

N/A

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TABLE 2

Program Element	Expenditures in Fiscal Year 2010-2011	Estimated Amount Needed to implement Order 01-182
1. Program management a. Administrative costs b. Capital costs	\$ 17,880	\$ 168,130
2. Public Information and Participation a. Public Outreach/Education b. Employee Training c. Corporate Outreach d. Business Assistance	\$ 7,548	\$ 116,328
3. Industrial/Commercial inspection/ site visit activities	\$ 946	\$ 9,450
4. Development Planning	\$ 300	\$ 2,942.50
5. Development Construction a. Construction inspections	\$ 624	\$ 135,600
6. Public Agency Activities a. Maintenance of structural and treatment control BMPs b. Municipal street sweeping c. Catch basin cleaning d. Trash collection/recycling  e. Capital costs	\$1482.80  See (d) \$9,060 \$30,059 + \$3.9 Million in pass-thru. Also includes Street Sweeping	\$ 235,000  >\$28 mil.
7. IC/ID Program a. Operations and Maintenance b. Capitol Costs	154.25	\$ 10,000
8. Monitoring	\$5,000 (LAR CMP)	\$ 20,000
9. Other TMDL	\$ 22,798 for Trash DGR	Unknown at this time
10. TOTAL	>\$4 mil	>\$29 mil

List any supplemental dedicated budgets for the above categories:

N/A

List any activities that have been contracted out to consultants/other agencies:

To help implement the requirements of the NPDES stormwater program, the City has retained the services of a consultant to provide administration, outreach, inspection and IC/ID services.

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- A. Are you aware, or have you been notified, of any discharges from your MS4 that cause or contribute to a condition of nuisance or to the violation of any applicable water quality standards? Yes ☐ No ☒\*

- B. Has the Regional Board notified you that discharges from your MS4 are causing or contributing to an exceedance of water quality standards?

\*An exception to the City's normal discharge has occurred in past years by way of system spills. Those spills are the subject of present negotiations with the California Attorney General's office and the Regional Water Quality Control Board to define the required reaction to those exceptional circumstances.

Yes ☐ No ☒\*

- C. If you answered Yes to either of the above questions, you must attach a Receiving Water Limitations (RWL) Compliance Report. The Report must include the following:

1. A description of the pollutants that are in exceedance and an analysis of possible sources;
2. A plan to comply with the RWL (Permit, Part 2);
3. Changes to the SQMP to eliminate water quality exceedances;
4. Enhanced monitoring to demonstrate compliance; and
5. Results of implementation.

**III. SQMP Implementation (Part 3)**

- A. Has your agency implemented the SQMP and any additional controls necessary to reduce the discharges of pollutants in storm water to the maximum extent practicable? Yes ☒ No ☐

- B. If your agency has implemented additional or different controls than described in the countywide SQMP, has your agency developed a local SQMP that reflects the conditions in its jurisdiction and specifies activities being implemented under the appropriate elements described in the countywide SQMP? Yes ☒ No ☐

- C. Describe the status of developing a local SQMP in the box below.

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The City NPDES program follows the County Model program with modifications to better reflect City characteristics.

- D. If applicable, describe an additional BMP, in addition to those in the countywide SQMP, which your city has implemented to reduce pollutants in storm water to the maximum extent practicable.

Additional BMPs are currently under review (see item II.B). The City has implemented the continued use of the citywide sewer video program, as well as a new program to clean out all sewer lines downstream of an FSE.

E. Watershed Management Committees (WMCs)

1. Which WMC are you in?  
Los Angeles River Watershed
2. Who is your designated representative to the WMC?  
John L. Hunter & Associates
3. How many WMC meetings did you participate in last year?  
All
4. Describe specific improvements to your storm water management program as a result of WMC meetings.

The exchange of ideas at these meetings has generated a level of awareness of the specific needs/attributes of the Los Angeles Watershed, as it relates to storm water management within the City's boundaries.

5. Attach any comments or suggestions regarding your WMC.  
None at this time.

F. Storm Water Ordinance

1. Have you adopted a storm water and urban runoff ordinance to enforce all requirements of Order 01-182? Yes ☒ No ☐  
If not, describe the status of adopting such an ordinance.

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N/A

2. If yes, have you already submitted a copy of the ordinance to the Regional Board? Yes ☒ No ☐  
If not, please attach a copy to this Report.
3. Were any amendments made to your storm water ordinance during the last fiscal year? Yes ☐ No ☒  
If yes, attach a copy of amendments to this Report.

**G. Discharge Prohibitions**

1. List any non-storm water discharges you feel should be further regulated:

None

2. List any non-storm water discharges you feel should be exempt, and provide an explanation for each:

None

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In addition to answering the following questions, attach a summary of all storm water education activities that your agency conducted or participated in last year.

**1. No Dumping Message**

- a) How many storm drain inlets does your agency own? 87
- b) How many storm drain inlets were marked with a no dumping message in the last fiscal year?  
None, task was completed in prior reporting period.
- c) What is the total number of storm drain inlets that are legibly marked with a no dumping message? 87

If this number is less than the number in question 1.b, describe why all inlets have not been marked, the process used to implement this requirement, and the expected completion date.

N/A

- d) How many public access points to creeks, channels, and other water bodies within your jurisdiction have been posted with no dumping signage in the past year? N/A

Describe your agency's status of implementing this requirement by the date required in Order No. 01-182.

N/A



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## 2. Reporting Hotline

- a) Has your agency established its own hotline for reporting and for general storm water management information? Yes ☐ No ☒
- b) If so, what is the number? N/A
- c) Is this information listed in the government pages of the telephone book? N/A
- d) If no, is your agency coordinated with the countywide hotline? Yes ☒ No ☐
- e) Do you keep record of the number of calls received and how they were responded to? N/A
- f) How many calls were received in the last fiscal year? N/A
- g) Describe the process used to respond to hotline calls.

When the City receives a report over the telephone, City personnel are dispatched to the site for inspection. If appropriate, the incident is discussed with the property owner or operator. A finding is then made as to whether the discharge or connection is an illicit one. If it is, the responsible party is notified either on site or following the visit that the discharge or connection needs to be halted or removed. This involves a progressive enforcement process that begins with a verbal notice, followed by a written notice, and then administrative or judicial action, if necessary.

- h) Have you provided the Principal Permittee with your current reporting contact information? Yes ☒ No ☐
- i) Have you compiled a list of the general public reporting contacts for all Permittees and posted it on the [www.888CleanLA.com](http://www.888CleanLA.com) web site (Principal Permittee only)? Yes ☒ No ☐
- If not, when is this scheduled to occur? N/A

## 3. Outreach and Education

- a) Describe the strategy developed to provide outreach and bilingual materials to target ethnic communities. Include an explanation of why each community was chosen as a target, how program effectiveness will be determined, and status of implementation. (Principal Permittee only)

N/A

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- b) Did the Principal Permittee organize quarterly Public Outreach Strategy meetings that you were aware of? Yes ☒ No ☐

How many Public Outreach Strategy meetings did your agency participate in last year? 4

Explain why your agency did not attend any or all of the organized meetings.

All were attended.

Identify specific improvements to your storm water education program as a result of these meetings:

The City took the opportunity to request collaterals the county produced for the program for distribution at city events, such as the Doggy Day at the Park.

List suggestions to increase the usefulness of quarterly meetings:

No recommendations at this time.

If quarterly Public Outreach Strategy meetings were not organized, explain why not and when this requirement will be implemented (*Principal Permittee only*).

N/A

- c) Approximately how many impressions were made last year on the general public about storm water quality via print, local TV, local radio, or other media?

The stormwater program were out at two citywide events and again 500 stormwater calendars were produced and distributed at local participating businesses along with other educational materials. More than 1000 impressions were made via this method.

- d) Describe efforts your agency made to educate local schools on storm water pollution.

Local schools were visited and provided the city's stormwater calendars.

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- e) Did you provide all schools within each school district in Los Angeles County with materials necessary to educate a minimum of 50 percent of all school children (K-12) every 2 years on storm water pollution (*Principal Permittee only*)? Yes ☐ No ☒
- If not, explain why.

N/A

- f) Describe the strategy developed to measure the effectiveness of in-school educational programs, including assessing students' knowledge of storm water pollution problems and solutions before and after educational efforts (*Principal Permittee only*).

N/A

For Permit Years 2-5, attach an assessment of the effectiveness of in-school storm water education programs.

- g) What is the behavioral change target that was developed based on sociological data and other studies (*Principal Permittee only*)?

N/A

If no target has been developed, explain why and describe the status of developing a target.

N/A

What is the status of meeting the target by the end of Year 5?

N/A

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## 4. Pollutant-Specific Outreach

- a) Attach a description of each watershed-specific outreach program that your agency developed (*Principal Permittee only*). All pollutants listed in Table 1 (Section B.1.d.) must be included.
- b) Did your agency cooperate with the Principal Permittee to develop specific outreach programs to target pollutants in your area? Yes ☒ No ☐
- c) Did your agency help distribute pollutant-specific materials in your city? Yes ☒ No ☐
- d) Describe how your agency has made outreach material available to the general public, schools, community groups, contractors and developers, etc...

The pet waste outreach campaign partnering with local pet related businesses was an on-going effort for distribution of pet waste tip card to pet owners. Restocking of those materials are on as needed basis. There is also information made available to the public at the Public Work's counter. Pet waste specific information was also in the annual calendars that the city produced for distribution to local schools, businesses and general public. In addition, the program sponsored a booth at city's annual "Doggy Day in the Park" event on March 26, 2011 to educate pet owners on the pet waste pollution and prevention. Dog owners were educated on the potential impact of the dog waste. Tip cards and doggie bags were handed out at the event.

## 5. Businesses Program

- a) Briefly describe the Corporate Outreach Program that has been developed to target gas stations and restaurant chains (*Principal Permittee only*).

N/A

- b) How many corporate managers did your agency (*Principal Permittee only*) reach last year? N/A
- c) What is the total number of corporations to be reached through this program (*Principal Permittee only*)? N/A
- d) Is your agency meeting the requirement of reaching all gas station and restaurant corporations once every two years (*Principal Permittee only*)?

N/A

Yes ☐ No ☒

If not, describe measures that will be taken to fully implement this requirement.

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N/A

- e) Has your agency developed and/or implemented a Business Assistance Program? Yes ☒ No ☐  
If so, briefly describe your agency's program, including the number of businesses assisted, the type of assistance, and an assessment of the program's effectiveness.

"A Business Guide to Stormwater Pollution Prevention" brochures are made available to businesses at the city hall. Various BMPs pamphlets are also handed out to business owners during the visit.

6. Did you encourage local radio stations and newspapers to use public service announcements? Yes ☐ No ☒  
How many media outlets were contacted? N/A  
Which newspapers or radio stations ran them?

The city uses its digital newsletter instead.

Who was the audience?

General public

7. Did you supplement the County's media purchase by funding additional media buys? Yes ☐ No ☒  
Estimated dollar value/in-kind contribution: N/A  
Type of media purchased: N/A  
Frequency of the buys: N/A  
Did another agency help with the purchase? Yes ☐ No ☒  
8. Did you work with local business, the County, or other Permittees to place non-traditional advertising? Yes ☐ No ☒  
If so, describe the type of advertising.

N/A

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9. Did you establish local community partnerships to distribute educational storm water pollution prevention material?

Yes ☒ No ☐

Describe the materials that were distributed:

Stormwater information brochures, calendars, kids' bookmarks, kids' activity books and pet waste and gardening tip cards.

Who were the key partners? Local businesses, including pet related ones.

Who was the audience (businesses, schools, etc.)?

General public & schools.

10. Did you participate in or publicize workshops or community events to discuss storm water pollution?

Yes ☒ No ☐

How many events did you attend? 2

Clean-Air car show (10/10/2010)

Doggie day in the park event (3/26/2011)

11. Does your agency have a website that provides storm water pollution prevention information?

Yes ☐ No ☒

If so, what is the address? The county's link is in the city's website.

12. Has awareness increased in your community regarding storm water pollution?

Yes ☒ No ☐

Do you feel that behaviors have changed?

Yes ☒ No ☐

Explain the basis for your answers. Include a description of any evaluation methods that are used to determine the effectiveness of your agency's outreach.

No scientifically based survey has been conducted; however, while out at events, the overall understanding and the awareness of the program from the general public was high.

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13. How would you modify the storm water public education program to improve it on the City or County level?

No suggestions at this time.

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## B. Industrial/Commercial Facilities Program

## 1. Critical Source Inventory Database

Did you (individually or jointly) update the Database for Critical Sources Inventory?

Yes ☐ No ☒

Comments/Explanation/Conclusion:

The critical source inventory is a fluid database, with updates based on the addition of new businesses and removal of others, as well as changes in SIC codes that have been incorrectly reported or unreported. During this reporting cycle, this is pending the start of the next inspection cycle.

## 2. Inspection Program

Provide the reporting data as suggested in the following tables.

Category	Initial Number of Facilities at the start of cycle proposed for inspection by categories (after the initial year, the updated number based on the new data)	Number of facilities inspected in the current reporting year	% Completed at the time of this report for present cycle (from the initial value, and from the updated value after first cycle)	Total number since permit adoption
Restaurant	Conducted by County DHS	Conducted by County DHS	Conducted by County DHS	Conducted by County DHS
Automotive Srvcs.	N/A There is currently no inspection and reporting cycle.	Completed in previous reporting period	100%	32
Ind./ Commercial	N/A There is currently no inspection and reporting cycle.	Completed in previous reporting period	100%	38



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Comments/Explanation/Conclusion:

Due to the extension of the MS4 permit, no inspections were completed during this reporting year. The City continues to respond to any complaints/observations of illicit discharges, and the proper enforcement actions are taken. 100 % of facilities on the most current inspection list have been inspected. All inspections for Cycle 2 were completed prior to the December 12, 2006 deadline. All critical sources will be inspected at the beginning of the next permit or if deemed necessary. The Critical Sources Inventory is a fluid document whose numbers change as businesses move in and out of the City, or SIC codes that are unreported or incorrectly reported are entered into the proper category.

## 3. BMPs Implementation

Provide the reporting data as suggested in the following table.

Category	Number of facilities inspected by category in this reporting year	Number of facilities identified as adequately implementing BMPs as specified in this reporting year	% adequately implementing out of total in this reporting year	Number of facilities required to implement or upgrade in this reporting year	Number of facilities inspected by category in this reporting cycle	Number of facilities identified as adequately implementing BMPs as specified in this reporting cycle	% adequately implementing out of total in this reporting cycle	Number of facilities required to implement or upgrade in this reporting cycle	Total Number during this permit adequately implementing	Total Number during this permit required to implement or upgrade
Restaurant	56*				56	N/A	N/A	N/A	N/A	N/A

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Automotive Srvcs.	Completed in previous reporting year.	N/A	N/A	N/A	N/A – There is currently no reporting cycle. 22 were inspected in Cycle 2.	N/A – There is currently no reporting cycle. 18 Were adequately implementing in Cycle 2.	N/A – There is currently no reporting cycle. 82% were adequately implementing in Cycle 2.	N/A– There is currently no reporting cycle. 4 were required to implement or upgrade in Cycle 2.	102	4
Ind./ Commercial	Completed in previous reporting year.	N/A	N/A	N/A	N/A – There is currently no reporting cycle. 13 were inspected in Cycle 2.	N/A – There is currently no reporting cycle. 11 Were adequately implementing in Cycle 2.	N/A – There is currently no reporting cycle. 85% were adequately implementing in Cycle 2.	N/A– There is currently no reporting cycle. 2 were required to implement or upgrade in Cycle 2.	111	2

Comments/Explanation/Conclusion:

\* Under the city's FOG program, 56 restaurants were inspected. NPDES BMPs are a component of these inspections.

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## 4. Enforcement Activities

Provide the reporting data as suggested in the following tables.

Enforcement Actions by categories (e.g. Warning letter, NOV, referral to D.A., etc.)	Number of facilities issued enforcement actions in the current reporting year	Number of facilities issued enforcement actions in the current reporting cycle	Number of facilities (re)inspected due to enforcement actions in current reporting year	Number of facilities (re)inspected due to enforcement actions in current reporting cycle	Number of facilities brought into compliance in the current reporting year	Number of facilities brought into compliance in current reporting cycle	Total number of enforcement actions since permit adoption (by category)
M/C Verbal	1	N/A	1	N/A – There is currently no reporting	N/A	N/A – There is currently no reporting cycle.	
NOV	1	1	1	N/A – There is currently no reporting cycle.	N/A	N/A – There is currently no reporting cycle.	

\*Facilities requiring minor corrections (close trash bins lids, etc.) generally come into immediate compliance, thus re-inspection is not necessary.

Facilities by category	Number of Warning letters	Number of NOVs	Number of Referral	Number of Other (Verbal Corrections)
Restaurant	0	1	0	1
Automotive Srvcs.	0	0	0	0
Ind./ Comm.	0	0	0	0

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Comments/Explanation/Conclusion:

Inspectors/ City Staff attempt to use friendly facilitation methods in the form of educational materials, gentle reminders, and hands on methods to encourage facilities to use appropriate BMPs in their everyday operations. Notices of Violations are sent when other methods fail to bring about the desired results.

**5. Program Implementation Effectiveness Assessment**

Please give a brief assessment of the implementation of the program in removing pollutants from the storm water discharges. Please provide an explanation. Suggested improvements or adjustments based on the knowledge gained through this reporting period activities must be reflected in a change in the SQMP, if warranted.

Highly Effective ☒Somewhat Effective ☐Non-effective ☐

Comments/Explanation/Conclusion:

The NPDES program is generally well received by the facilities on the critical sources inventory. Outreach materials distributed during the routine site inspections help open discussion of necessary BMPs and the reasons why they need to be implemented. Facility owners, managers and staff generally respond well to the inspectors' requests for changes in operations to meet requirements for compliance.

6. You must also submit a quarterly electronic submittal of your Industrial/Commercial Facilities Program activities. L.A County has informed us they are not accepting this information at this time.

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1. Does your agency have a process to minimize impacts from storm water and urban runoff on the biological integrity of natural drainage systems and water bodies in accordance with requirements under CEQA, Section 404 of the CWA, local ordinances, and other legal authorities? Yes ☒ No ☐

Attach examples showing how storm water quality impacts were addressed in environmental documents for projects over the past year.

2. Does your agency have procedures to include the following requirements in all priority development and redevelopment projects:

- a) Maximize the percentage of permeable surfaces to allow more percolation of storm water into the ground? Yes ☒ No ☐

- b) Minimize the quantity of storm water directed to impermeable surfaces and the MS4? Yes ☒ No ☐

- c) Minimize pollution emanating from parking lots through the use of appropriate treatment control BMPs and good housekeeping practices? Yes ☒ No ☐

- d) Provide for appropriate permanent measures to reduce storm water pollutant loads from the development site? Yes ☒ No ☐

3. List the types and numbers of BMPs that your agency required for priority projects to meet the requirements described above.

50 projects were reviewed. Of these, 12 projects were conditioned for stormwater concerns during 2010-11. These did not met SUSMP thresholds but were required to install LID BMPs.

4. Describe the status of the development or implementation of peak flow controls in Natural Drainage Systems.

This is the responsibility of L.A. County.

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5. Has your agency amended codes and/or ordinances to give legal effect to the SUSMP changes required in the Permit? Yes ☒ No ☐

The City's runoff control ordinance contains sufficient language to compel compliance with SUSMP revisions that took effect in March of 2003. See attached.

6. Describe the process your agency uses to include SUSMP design standards in new development and redevelopment project approvals.

All projects that are submitted through the planning process are referred to Public Works/Engineering Department and the Building Department so that they can take into account the various code requirements. . The Public Works Department/City Engineer reviews the projects and imposes conditions to implement the NPDES program. These plans are checked and inspected to assure that the facilities are built and operate as intended.

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7. How many of each of the following projects did your agency review and condition to meet SUSMP requirements last year?

a)	Residential	10
b)	Commercial	2
c)	Industrial	0
d)	Automotive Service Facilities	0
e)	Retail Gasoline Outlets	0
f)	Restaurants	0
g)	Parking Lots	0
h)	Projects located in or directly adjacent to or discharging directly to an environmentally sensitive area	0
i)	Total number of permits issued to priority projects	50

8. What is the percentage of total development projects that were conditioned to meet SUSMP requirements?

24%

9. How has your agency prepared to reduce the SUSMP threshold for industrial/commercial facilities to 1 acre from 100,000 square feet in 2003?

N/A-previously addressed

10. After 2003, how many additional projects per year will require/did require implementation of SUSMP requirements as a result of the lower threshold?

0-1

11. Does your agency participate in an approved regional or sub-regional storm water mitigation program to substitute in part or wholly SUSMP requirements for new development?

Yes ☐ No ☒

12. Has your agency modified its planning procedures for preparing and reviewing CEQA documents to consider potential storm water quality impacts and provide for appropriate mitigation?

Yes ☒ No ☐

If no, provide an explanation and an expected date of completion.

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N/A

13. Did your agency update any of the following General Plan elements in the past year?

- |                 |                              |  |
|-----------------|------------------------------|--|
| a) Land Use     | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| b) Housing      | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| c) Conservation | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| d) Open Space   | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

If yes, please describe how watershed and storm water quality and quantity management considerations were included.

N/A

14. How many targeted Building/Planning/Engineering staff were trained last year? 21
15. How many targeted staff are trained annually? 20-21
16. What percentage of total staff are trained annually? 90-100%
17. Has your agency developed and made available development planning guidelines? Yes ☒ No ☐
18. If no, what is the expected date that guidelines will be developed and available to developers? N/A
19. What is the status of completion of the technical manual for siting and design of BMPs for the development community?

This is the responsibility of L.A. County.



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1. Describe your agency's program to control runoff from construction activity at all construction sites within its jurisdiction.

The City fully implements the development construction program. With respect to 1 acre or more soil disturbing projects, the City requires compliance with GCASP requirements. No grading permit is issued without the applicant showing evidence of having applied for GCASP coverage. Additionally, the applicant is required to certify that a SWPPP has been prepared. For projects that disturb less than 1 acre of soil, grading permits are conditioned on conformance with minimum BMPs prescribed by the City.

2. Does your agency require the preparation, submittal, and implementation of a Local Storm Water Pollution Prevention Plan (Local SWPPP) prior to the issuance of a grading permit for all sites that meet one or all of the following criteria?

- a) Will result in soil disturbance of one acre or greater Yes ☒ No ☐
- b) Is within, directly adjacent to, or is discharging directly to an environmentally sensitive area Yes ☒ No ☐
- c) Is located in a hillside area Yes ☒ No ☐

3. Attach one example of a local SWPPP  
Example available at City Hall for review.

4. Describe the process your agency uses to require proof of filing a Notice of Intent for coverage under the State General Construction Activity Storm Water permit and a certification that a SWPPP has been prepared prior to issuing a grading permit?

No grading permit is issued without the applicant showing evidence of having applied for GCASP coverage. Additionally, the applicant is required to certify that a SWPPP has been prepared.

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5. How many building/grading permits were issued to sites requiring Local SWPPPs last year?  
13 sites with erosion control plans, but none met the criteria of the Local SWPPP 0
6. How many building/grading permits were issued to sites requiring coverage under the General Construction Activities Storm Water Permit last year? 0
7. How many building/grading permits were issued to construction site less than one acre in size last year? 385
8. How many construction sites were inspected during the last wet season? 150 est.
9. Complete the table below.

Type of Violation	# of Violations	% of Total Inspections	# of Follow-up Inspections	# of Enforcement Actions
Off-site discharge of sediment	0	0	N/A	N/A
Off-site discharge of other pollutants	0	0	N/A	N/A
No or inadequate SWPPP	0	0	N/A	N/A
Inadequate BMP/SWPPP implementation	1	<1%	1	0

10. Describe the process for taking enforcement actions against construction site violations, including the types of actions that are taken.

An instance of non-compliance with any of the development construction program triggers a verbal warning, followed by a Notice of Violation. If non-compliance continues, that matter is referred to code enforcement. In general, a verbal warning is sufficient in compelling correction of violations. This is reflected in the low number of enforcement actions.

11. Describe the system that your agency uses to track the issuance of grading permits.

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The City tracks grading plan checks using a database. Inspections are tracked manually and inspections are triggered by requests by the permittee. Random RMP compliance inspections are conducted. Post project inspections are not conducted.

**E. Public Agency Activities (Part 4.F)**

1. Sewage System Maintenance, Overflow, and Spill Prevention  
(only applicable to agencies that own and/or operate a sanitary sewer system)
  - a) Has your agency developed and implemented a response plan for sanitary sewer overflows that includes the requirements in Order 01-182? Yes ☒ No ☐
  - b) How many sanitary sewer overflows occurred within your jurisdiction? 5
  - c) How many did your agency respond to? 5
  - d) Did your agency investigate all complaints received? Yes
  - e) How many complaints were received?  
The other 11 complaints were not SSOs. Just backups or surcharges. 16
  - f) Upon notification, did your agency immediately respond to overflows by containment? Yes ☒ No ☐
  - g) Did your agency notify appropriate sewer and public health agencies when a sewer overflowed to the MS4? Yes ☒ No ☐
  - h) Did your agency implement a program to prevent sewage spills or leaks from sewage facilities from entering the MS4? Yes ☒ No ☐  
If so, describe the program:

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This program is currently being upgraded in conjunction with item II.B above.

- i) Did your agency implement a program to identify, repair, and remediate sanitary sewer blockages, exfiltration, overflow, and wet weather overflows from sanitary sewers to the MS4? Yes ☒ No ☐  
If so, describe the program:

The City has previously implemented a Sewer System Maintenance, Overflow, and Spill Prevention Plan. The City also inspected and cleaned 25% of its Sanitary Sewer lines through CCTV. The City also cleans all sewer lines downstream of Food Service Establishments (FSEs).

2. Public Construction Activities Management

- a) What percentage of public construction sites 5 acres or greater in size did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit ?  %
- b) Give an explanation for any sites greater than 5 acres that were not covered:

N/A

- c) What is the total number of active public construction sites? 0  
How many were 5 acres or greater in size? 0

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- d) (After March, 2003) Did your agency obtain coverage under the State of California General Construction Activities Storm Water Discharge Permit coverage for public construction sites for sites one acre or greater? N/A The City had no applicable projects.

## 3. Vehicle Maintenance/Material Storage Facilities/Corporation Yards Management

- a) Did your agency implement pollution prevention plans for each public vehicle maintenance facility, material storage facility, and corporation yard? Yes ☒ No ☐

- b) Briefly describe how your agency implements the following, and any additional, BMPs to minimize pollutant discharges in storm water:

- (1) Good housekeeping practices
- (2) Material storage control
- (3) Vehicle leaks and spill control
- (4) Illicit discharge control

**Good housekeeping practices** are implemented in accordance with its City's storm water pollution prevention plan and its public agency program. The City Yard is swept on a regular basis.

**Material storage control** BMPs are implemented in accordance with its City's storm water pollution prevention plan and its public agency program. All material storage is kept indoors.

**Vehicles leaks and spill control** BMPs are implemented through the City's storm water pollution prevention plan and its public agency program. Employees are trained in proper spill control and spill kits are readily available.

**Illicit discharge control** BMPs are implemented through the City's storm water pollution prevention plan, its public agency program, and its illicit connection/discharge detection and elimination program.

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- c) Are all Permittee owned and/or operated vehicle/equipment wash areas self-contained, covered, equipped with a clarifier, and properly connected to the sanitary sewer? Yes ☒ No ☐  
If not, what is the status of implementing this requirement?

- d) How many Permittee owned and/or operated vehicle/equipment wash areas are scheduled to be redeveloped to include the BMPs listed above? N/A

**4. Landscape and Recreational Facilities Management**

- a) Has your agency developed a standardized protocol for the routine and non-routine application of pesticides, herbicides (including pre-emergents), and fertilizers? Yes ☒ No ☐  
Briefly describe this protocol:

Landscape maintenance personnel apply minimum amounts of each significant material; and avoid application during storm events or impending storm events.

- b) How does your agency ensure that there is no application of pesticides or fertilizers immediately before, during, or immediately after a rain event or when water is flowing off the area to be applied?

Scheduling for pesticide and fertilizer application is planned by the City to coordinate with irrigation schedule. If a rain event is anticipated, application of pesticides, etc., is rescheduled. NPDES concerns are included in contract specifications.

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- c) Are any banned pesticides, herbicides, fungicides, or rodenticides stored or applied in your agency's jurisdiction that you know of?

Yes ☐ No ☒

If so, list them:

N/A

- d) What percentage of your agency's staff that apply pesticides are certified by the California Department of Food and Agriculture, or are under the direct supervision of a certified pesticide applicator?

100%

- e) Describe procedures your agency has implemented to encourage retention and planting of native vegetation and to reduce water, fertilizer, and pesticide needs:

Landscape maintenance staff has been provided training that encourages the planting of native and drought tolerant vegetation, which is also in keeping with the City's water conservation program. Impacted City staff has also been encouraged by training to incorporate integrated pest management (IPM) whenever possible as a means of reducing the need for pesticides. The City is currently working on developing drought tolerant planting guidelines.

## 5. Storm Drain Operation and Management

- a) Did your agency designate catch basin inlets within its jurisdiction as Priority A; Priority B; and Priority C?

Yes ☒ No ☐

- b) How many of each designation exist in your jurisdiction?

Priority A: 0  
 Priority B: 0  
 Priority C: 87

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- c) Is your city subject to a trash TMDL? Yes ☒ No ☐
- d) If yes, describe the activities and/or implementation measures that your agency conducted pursuant to the TMDL and any other trash reduction efforts that occurred.

The City conducted a trash DGR study in compliance with the Los Angeles River Trash TMDL. This study indicated that the City has currently meets the compliance targets for Year 2014.

- e) How many times were all Priority A basins cleaned last year? N/A No "A"
- f) How many times were all Priority B basins cleaned last year? N/A No "B"
- g) How many times were all Priority C basins cleaned last year? 1
- h) How much total waste was collected in tons from catch basin clean-outs last year? 2.25 Tons
- i) Attach a record of all catch basins in your jurisdiction. This shall identify each basin as City or County owned, and Priority A, B, or C. For all basins that are owned and operated by your agency, include dates that each was cleaned out over the past year. Records available at the City for review - file too cumbersome to attach as a complete copy.
- j) Did your agency place and maintain trash receptacles at all transit stops within its jurisdiction. Yes ☒ No ☐
- k) How many new trash receptacles were installed last year?  
1 receptacle was reinstalled.
- l) Did your agency place special conditions for events that generated substantial quantities of trash and litter including provisions that:
- (1) Provide for the proper management of trash and litter generated from the event? Yes ☒ No ☐



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(2) Arrange for temporary screens to be placed on catch basins? Yes ☒ No ☐

(3) Or for catch basins in that area to be cleaned out subsequent to the event and prior to any rain? Yes ☒ No ☐

m) Did your agency inspect the legibility of the catch basin stencil or labels? Yes ☒ No ☐  
What percentage of stencils were legible? 100%

n) Were illegible stencils recorded and re-stenciled or re-labeled within 180 days of inspection? Yes ☒ No ☐

o) Did your agency visually monitor Permittee-owned open channel storm drains and other drainage structures for debris at least annually and identify and prioritize problem areas of illicit discharge for regular inspection? Yes ☒ No ☐

Prioritization is unnecessary since they are all inspected and cleaned-out annually. Debris in these structures is minimal and roughly the same in terms of accumulation.

p) Did your agency review its maintenance activities to assure that appropriate storm water BMPs are being utilized to protect water quality? Yes ☒ No ☐  
What changes have been made?

At this time, no changes are deemed necessary.

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- q) Did your agency remove trash and debris from open channel storm drains a minimum of once per year before the storm season? Yes ☒ No ☐
- r) How did your agency minimize the discharge of contaminants during MS4 maintenance and clean outs?

Maintenance/clean-outs are performed by hand. This method does not result in the discharge of contaminants or pollutants to the MS4.

- s) Where is removed material disposed of?

Material is taken to the corporate yard where it is stored in a covered trash bins. The material is then taken to a landfill for disposal.

**6. Streets and Roads Maintenance**

- a) Did your agency designate streets and/or street segments within its jurisdiction as one of the following:
- (1) Priority A – streets and/or street segments that are designated as consistently generating the highest volumes of trash and/or litter? Yes ☒ No ☐
- (2) Priority B - streets and/or street segments that are designated as consistently generating moderate volumes of trash and/or litter? Yes ☒ No ☐
- (3) Priority C – streets and/or street segments that are designated as generating low volumes of trash and/or litter? Yes ☒ No ☐
- b) Did your agency perform all street sweeping in compliance with the permit and according to the following schedule:
- (1) Priority A – These streets and/or street segments shall be swept at least two times per month? Yes ☒ No ☐

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- (2) Priority B - Each Permittee shall ensure that each streets and/or street segments is cleaned at least once per month? Yes ☒ No ☐
- (3) Priority C – These streets and/or street segments shall be cleaned as necessary but in no case less than once per year? Yes ☒ No ☐
- c) Did your agency require that saw cutting wastes be recovered and disposed of properly and that in no case shall waste be left on a roadway or allowed to enter the storm drain? Yes ☒ No ☐
- d) Did your agency require that concrete and other street and road maintenance materials and wastes be managed to prevent pollutant discharges? Yes ☒ No ☐
- e) Did your agency require that the washout of concrete trucks and chutes only occur in designated areas and never into storm drains, open ditches, streets, or catch basins leading to the storm drain system? Yes ☒ No ☐
- f) Did your agency train its employees in targeted positions (whose interactions, jobs, and activities affect storm water quality) regarding the requirements of the storm water management program to:
- (1) Promote a clear understanding of the potential for maintenance activities to pollute storm water? and Yes ☒ No ☐
- (2) Identify and select appropriate BMPs?
- The most recent formal employee training for public agency employees was May 26, 2011 and was attended by 21 employees. Yes ☒ No ☐

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## 7. Parking Facilities Management

- a) Did your agency ensure that Permittee-owned parking lots be kept clear of debris and excessive oil buildup and cleaned no less than 2 times per month and/or inspected no less than 2 times per month to determine if cleaning is necessary. Yes ☒ No ☐
- b) Were any Permittee-owned parking lots cleaned less than once a month? Yes ☐ No ☒  
How many? N/A

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8. Public Industrial Activities Management
- a) Did your agency, for all municipal activity considered an industrial activity under USEPA Phase I storm water regulations, obtain separate coverage under the State of California General Industrial Activities Storm Water Discharge Permit no later than December 31, 2001? Yes ☒ No ☐
- b) Does your agency serve a population of less than 100,000 people? Yes ☒ No ☐
9. Emergency Procedures
- a) In case of real emergencies, did your agency repair essential public services and infrastructure in a manner to minimize environmental damage? N/A- No applicable events.
- b) Were BMPs implemented to the extent that measures did not compromise public health and safety? N/A
10. Feasibility Study
- a) Did your agency cooperate with the County Sanitation Districts of Los Angeles County to prepare a study which investigates the possible diversion of dry weather flows or the use of alternative treatment control BMPs? N/A- Completed in previous years.
- b) Did your agency review its individual prioritized list and create a watershed based priority list of drains for potential diversion and submit a listing of priority diversions to the Regional Board Executive Officer? N/A- Completed in previous years.

**Los Angeles County Municipal Storm Water Permit (Order 01-182)****Individual Annual Report Form****Attachment U-4****F. Illicit Connections and Illicit Discharges (IC/ID) Elimination Program (Part 4.G)**

1. Attach a copy of your agency's IC/ID Elimination Implementation Program (Part 4.G.1.a.).
2. Attach a map of your storm drain system showing all permitted connections (if available), and the locations of all illicit connections and discharges that occurred last year (Part 4.G.1.b). If your agency has not completed this requirement, describe the status of the development of a baseline map, including an expected completion date.

LA County has taken the lead in completing the baseline map for illicit connections/illicit discharges. The City's map of its storm drain system is too cumbersome to attach as a complete copy, however it can be viewed at City Hall. The information requested for this project was forwarded to Los Angeles County.

3. Describe your enforcement procedures for eliminating illicit discharges and terminating illicit connections.

When routine inspections of businesses on the critical sources inventory are conducted, illicit connections/illicit discharges, and potential violations are actively sought out. Complaints, received from private citizens, businesses, and city staff/employees, are responded to and an investigation is initiated within 24 hours of receipt of the complaint. If indicated, Notices of Violations are sent, and follow up inspections are conducted to ensure compliance. If warranted after several attempts at ensuring compliance, fines may be assessed. An investigation is closed after 3 continuous months with no further discharges observed.

4. Describe your record keeping system to document all illicit connections and discharges.

All records for IC/ID are kept in an electronic database which contains a record of background information, witness information, a completed report, pictures, and a schedule to follow-up in the future.

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5. What is the total length of open channel that your agency owns and operates? None
6. What length was screened last year for illicit connections? N/A
7. What is the total length of closed storm drain that your agency owns and operates? 14,000 Linear Feet
8. What length was screened last year for illicit connections?  
This was done during a previous reporting period. N/A
9. Describe the method used to screen your storm drains.

CCTV

10. Provide the reporting data for illicit connections as suggested in the following table (you may submit a spreadsheet from your database that contains the information).

Year	Total # reported / identified	Total # investigated	# that conveyed exempt discharges or NPDES permitted	# that conveyed illicit discharges that were terminated	# that were removed	# that resulted in enforcement action	# that resulted in <i>other</i> actions
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	0	0	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	0	0	0	0	0	0	0

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11. Explain any
- other*
- actions that occurred in the last year.

N/A

12. What is the average time it takes your agency to initiate an illicit connection investigation after it is reported?

Immediately  
to 48  
hours  
depending  
on the type of  
discharges.

- a) Were all identified connections terminated within 180 days?

N/A

- b) If not, explain why.

No illicit connections were reported this period.

13. Provide the reporting data for illicit discharges as suggested in the following table (you may submit a spreadsheet from you database that contains this information).

Year	Total # reported	Total # that were discontinued/ cleaned up voluntarily through enforcement and the source was identified	# that were cleaned up but the source could not be identified	# that resulted in no evidence of discharge	# that were determined to be conditionally exempt	# that were exempt or in compliance and the source identified	# that resulted in enforcement action
01/02	0	0	0	0	0	0	0
02/03	0	0	0	0	0	0	0
03/04	0	0	0	0	0	0	0
04/05	0	0	0	0	0	0	0
05/06	2	2	0	0	0	0	0
06/07	0	0	0	0	0	0	0
07/08	0	0	0	0	0	0	0
08/09	0	0	0	0	0	0	0
09/10	0	0	0	0	0	0	0
10/11	3	3	0	0	0	0	0



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14. What is the average response time after an illicit discharge is reported? Less than 24 Hours

a) Did any response times exceed 72 hours? Yes ☐ No ☒

b) If yes, explain why.

N/A

15. Describe your agency's spill response procedures.

In the event of a sewage release/spill, the City's protocol calls for preventing the material from entering the storm drain (catch basin or channel) through containment and/or by placing a barrier in front of the catch basin inlet. The next step is to properly remove the material. In the event of a hazardous materials release, the Fire Department is responsible for properly removing and disposing the material depending on type.

16. What would you do differently to improve your agency's IC/ID Elimination Program?

Program has proven to be effective. At this time, no changes in procedures are anticipated.

17. Attach a list of all permitted connections to your storm sewer system.  
The City does not permit connections to the MS4.

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Briefly describe any storm water monitoring activities that are not required by Order No. 01-182 that your municipality conducted, participated in, or received funding to conduct in the past fiscal year. These activities should correspond with the dollar amount you listed in Table 2.

Not Applicable

**VI. Assessment of Program Effectiveness**

A. Attach a summary of the effectiveness of your storm water management program. This summary should include, at a minimum, the following:

1. An assessment of your agency's compliance with permit requirements, based on your responses to the questions in this form;

The City is continuing to implement the program in accordance with the Permit. Various entities within the City are responsible for the coordination of the NPDES program. In addition, the City continues to work with outside agencies to mitigate stormwater pollution to the maximum extent practicable.

2. Descriptions of any evaluation methods that your agency uses to determine the effectiveness of your storm water management program;

The City continually monitors the effectiveness of its storm water management program through the feedback from its employees which implement the storm water management program. Additionally, annual reviews of the program are conducted to determine the effectiveness of the stormwater management program and necessary revisions are made at those times.

3. A summary of the strengths and weaknesses of your agency's storm water management program;

The City continues to implement the NPDES program as required by the permit, the inspections and public outreach activities are the most effective in reaching the public and creating awareness of the stormwater program.

4. A list of specific program highlights and accomplishments;

The City newsletter and informational flyers were used to reach residents and provide informational articles.

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5. A description of water quality improvements or degradation in your watershed over the past fiscal year;

This question is based upon monitoring for improvements, and should therefore be answered by LA County as the principal permittee.

6. Interagency coordination between cities to improve the storm water management program;

The City attends the WMC meetings to help further cooperation between Cities to improve the stormwater management program.

7. Future plans to improve your agency's storm water management program; and

The City of South Pasadena continues to maintain and improve the stormwater management program on an ongoing basis.

8. Suggestions to improve the effectiveness of your program or the County model programs.

None at this time.

- B. On a scale of 1 to 10 (10 being full implementation of requirements by their deadlines), rate your municipality's level of compliance with Order No. 01-182.

10

- C. List any suggestions your agency has for improving program reporting and assessment.

None at this time.